

JOB VACANCY POSTING

POSTING #:	084-13	ISSUE DATE:	April 26, 2013
TITLE:	PRINCIPAL CLERK TYPIST	CLOSING DATE:	May 10, 2013
LOCATION:	Department of Children and Families (DCF) Monmouth South LO 630 Bangs Avenue Asbury Park, NJ 07712		
POSITIONS:	1	RANGE:	R12
DISTRIBUTION:	DEPARTMENT WIDE	SALARY:	\$33,695.60 - \$47,094.89

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a large clerical unit; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of keyboarding experience in the operation of manual and/or electrical typewriters which shall have included clerical work containing a relatively large proportion of difficult tasks.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:

pilar.p.sanzari@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Kieanna Alexander, Personnel Coordinator
Department of Children and Families
Office of Human Resources
50 East State Street, 4th Floor
P.O. Box 717
Trenton, New Jersey 08625